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10 January 1969

MEMORANDUM FOR: Chairman, CIA Records Management Board

SUBJECT : Records Purge - Quarterly Report
(Oct.-Dec. 1968) for DCI Area

REFERENCE : Initial Report on Purge for DCI Area,
dated 25 September 1968

1. Purge Summary (DCI Area):

Third Quarter 1968

Authorized destruction 6 cu. ft.

Fourth Quarter 1968

Authorized destruction 25 cu. ft.

Transferred out 7 cu. ft.

Total Removed from Records Center
(July-Dec. 1968)

38 cu. ft.

Percentage of reduction* against reported
file base of July 1968 (1668 cu. ft.)

2.3%

2. The Potential for Reduction:

The potential for significant reduction in the volume of the Agency's retired records through a purging of DCI Area files is limited indeed. Not only are these files, with one or two exceptions, very small but the files of the DCI Area tend to constitute the official record of this Agency from its top echelon. Often such files are by nature priority candidates for retention for operational, legal, historical and Vital Materials purposes.

*Note: The net volume of DCI Area retired records has increased due to new deposits and to the transfer to O/PPB from OF of 49 cu. ft. of records. Accurate figures for materials on hand as of 1 Jan. 1969 are not yet available.

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Excluded from automatic
downgrading and
declassification

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In the referent report, DCI Area files considered most deserving of study for purposes of the purge were identified as 1) CIA Cable Reference File, 1963 to present (685 cu. ft.); 2) National Security Council files (224 cu. ft.); and 3) Executive Registry records (143 cu. ft.).

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[REDACTED] is now surveying and cataloging the Executive Registry files. A logical extension of his project would seem to be a comparable survey of the National Security Council files and it is hoped [REDACTED] will agree to include the NSC files in his effort. His judgment on the suitability, from a usage point of view, of microfilming these NSC materials will also be solicited. As for document purging, it appears now that only very limited amounts of ER or NSC files can properly be destroyed.

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The CIA Cable Reference File (1963 to present) is the largest inactive file of the DCI Area and accordingly merits careful scrutiny for possible reduction in volume. The Cable Secretariat is now conducting a study of the service requirement, duration of retention, and desirability of microfilming this file. The views and needs of each Directorate have been solicited. The Plans Directorate, principal user of this file, expects its need for reference support to continue for some years, recommends retention of the file for 60 years vice the present 15-year retention plan, and suggests microfilm as a satisfactory storage medium if space reduction needs justify instituting such a filming effort.

In view of this DDP requirement, destruction seems prohibited. Microfilm storage of this file does offer significant savings in space, both now and as the file grows in the future. The Cable Secretariat is actively investigating microfilming costs, procedures, and problems with reference to conversion of this file. No firm conclusions have yet been reached but decision is expected during the first quarter of CY 1969.

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Component

Comment

National Security Council - No Change. It is suggested
Mr. [REDACTED] include these files
in his survey of DCI holdings.
(See para. 2 above)

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[REDACTED]
O/DCI Representative
CIA Records Management Board

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